



Minnesota 988 Suicide & Crisis Lifeline Grant

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
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Suicide Prevention Unit
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www.health.state.mn.us

01/16/2023

To obtain this information in a different format, call: 651-201-5400.

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RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** Minnesota 988 Suicide & Crisis Lifeline Grant Request for Proposal (RFP)
- **Minnesota Department of Health (MDH) Program Website:** [Suicide Prevention \(https://www.health.state.mn.us/communities/suicide/index.html\)](https://www.health.state.mn.us/communities/suicide/index.html)
- **Application Deadline:** March 15, 2024, 4:30 P.M. Central Time

1.2 Program Description

The Minnesota Department of Health (“MDH” or “the Department”) is requesting proposals for Minnesota-based 988 Suicide & Crisis Lifeline Centers (988 Lifeline Centers). The Minnesota 988 Lifeline Centers will serve to provide compassionate and confidential support for help seekers who contact the national 988 Suicide & Crisis Lifeline through calls, chats, and texts.

MDH is seeking proposals for the grant period of July 1, 2024 to June 30, 2029. The Department will award a total of approximately \$9,000,000 for each year of the grant period.

1.3 Funding and Project Dates

Funding

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date.

| Funding | Estimate Amount (Per Year) |
|----------------------------|----------------------------|
| Estimated Amount to Grant | \$9,000,000.00 |
| Estimated Number of Awards | Up to 5 |
| Estimated Award Maximum | \$3,500,000.00 |
| Estimated Award Minimum | \$100,000.00 |

Match Requirement

No financial matching is required.

Project Dates

The estimated start date is July 1, 2024, or when the grant agreement is negotiated and fully executed, whichever is later. The grant period will end on June 30, 2029.

1.4 Eligible Applicants

Applicants eligible to apply in this competitive process include, but are not limited to, crisis call centers, regional call centers, nonprofit organizations, local public health and social service agencies, and other agencies demonstrating experience to serve those at risk of suicide through membership to the 988 Suicide & Crisis Lifeline network.

Applicants are required to have an existing network agreement contract with the 988 Suicide & Crisis Lifeline Administrator at the time of applying for this grant. Applicants must also have the capabilities to implement technology upgrades that is interoperable with other services as recommended by the 988 Lifeline Administrator or the Department. Preference will be given to 988 Lifeline Centers that are based in Minnesota and are able to provide 24/7 call, chat, and/or text support for the state.

Collaboration

Applicants will be required to collaborate with key statewide partners such as mobile crisis response services, Public Safety Answering Points (PSAPs), and the 988 Lifeline Administrator. MDH recognizes the sovereignty of Tribal nations. Collaboration with Tribal partners is encouraged and should occur once applicant has received full support of the Tribal government. 988 Lifeline Centers may also be expected to collaborate with federal partners like the Substance Abuse and Mental Health Service Administration (SAMHSA).

Applicants will need to submit one Letters of Support from the following:

- Local Mobile Crisis Team (closest mobile crisis team to the applicant organization)
- Local Public Safety Answering Point (district/county/city PSAP)
- Tribal Nation or Organization (*Optional if organization has current tribal 988 partnerships*)

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email to health.988lifeline@state.mn.us with the subject line “**MN 988 RFP Question**”. All answers will be posted and available at [Minnesota Suicide & Crisis Lifeline Grant Questions and Answers \(https://www.health.state.mn.us/communities/suicide/988rfpqa.html\)](https://www.health.state.mn.us/communities/suicide/988rfpqa.html)

Please submit questions no later than 4:30 p.m. Central Standard Time (CST), on February 27, 2024.

To ensure the proper and fair evaluation of all applications, other communications regarding this RFP including verbal, telephone, written or internet initiated by or on behalf of any applicant to any employee of the Department, other than questions submitted to as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

RFP Information Meeting

MDH will host a virtual one-hour webinar that will be offered to assist applicants in preparing an application for the RFP. All prospective applicants are encouraged to attend.

January 31, 2024, 1 – 2 p.m. Central Standard Time

[Click here to join RFP information meeting \(https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTliZWJIYzctNGMzOC00ZGVhLWEzYWltMmZmMTRhZGMxYTMx%40thread.v2/0?context=%7b%22Tid%22%3a%22eb14b046-24c4-4519-8f26-b89c2159828c%22%2c%22Oid%22%3a%2286fcc189-c965-4fef-8b8b-ebd1e6479866%22%7d\)](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTliZWJIYzctNGMzOC00ZGVhLWEzYWltMmZmMTRhZGMxYTMx%40thread.v2/0?context=%7b%22Tid%22%3a%22eb14b046-24c4-4519-8f26-b89c2159828c%22%2c%22Oid%22%3a%2286fcc189-c965-4fef-8b8b-ebd1e6479866%22%7d)

RFP Part 2: Program Details

2.1 Priorities

Health Equity Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [The Policy on Rating Criteria for Competitive Grant Review \(https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf\)](https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This RFP is intended to serve all people who reside in Minnesota, including the 11 Tribal Nations, in need of care and support during times of crisis. While serving the full range of Minnesotans, it is expected that 988 Lifeline Centers attempt to collect demographic factors, associated with all help-seekers. This will allow for targeted prevention efforts aimed at persons and communities identified to be most at risk of suicide.

Grant Priorities

This grant will serve:

- All people living in Minnesota including the 11 Tribal Nations

Grant outcomes will include:

- Increase access to crisis care by ensuring timely access to high quality support and follow-up service for all help-seekers contacting the 988 Lifeline.
- Increase capacity of help-seekers to access and connect with locally available resources by maintaining an updated comprehensive list of local information and resources.
- Enhance training and education for 988 Lifeline Specialists to support help-seekers who represent communities and populations at most risk for suicide.
- Increase coordination and interactions with community-based services including mobile crisis, public safety answering points, mental health providers, public safety agencies, social services, and other relevant partners to enhance the scope of care and support for people in a mental health, suicide, or substance use crisis.
- Increase promotion of safe messages of resilience, hope, and recovery.

MDH will learn whether grantees achieve these outcomes by:

- Meeting benchmarks for Key Performance Indicators (KPIs) and data metrics as described in the Deliverables, Expectations, and Tasks section.
- Ensuring collaborative response to persons at risk of suicide through coordinated work with local suicide-prevention organizations and entities.
- Utilizing data to spread targeted messages of suicide prevention throughout communities and to populations facing greatest risks.

- This RFP is intended to serve all Minnesotans in need of care and support during times of crisis. While serving the full range of Minnesotans, it is expected that 988 Lifeline Centers collect demographic factors from people that use the 988 Lifeline including race, ethnicity, age, gender identity, sexual orientation, and military service status. This will allow for targeted prevention efforts aimed at persons and communities identified to be most at risk of suicide.

2.2 Eligible Projects

The purpose of this project is to provide compassionate support and crisis intervention for help seekers who contact the 988 Suicide & Crisis Lifeline across Minnesota and the 11 Tribal Nations that share its geography. Successful applicants will propose a plan to aid the Department in its efforts to:

- Operate and provide 988 Lifeline support 24/7/365 for Minnesota.
- Achieve and maintain a 90% answer rate of incoming 988 calls, texts, and chats.
- Provide and connect help seekers with local information and resources for additional community service support and offer follow-up services as needed.
- Participate in statewide initiatives to coordinate interactions between various related services such as mobile crisis response and Public Safety Answering Points.
- Participate in evaluation and quality improvement activities, including but limited to data collection, data reporting, critical incident reviews, complaints filed to the 988 Lifeline Administrator.

Mandatory Requirements

- Applicants must have and maintain an existing network agreement with the 988 Lifeline Administrator and must currently be part of the 988 Suicide & Crisis Lifeline Network at the time of applying for this grant. **Applicants must submit a copy of their network agreement to MDH.**
- Applicants must be accredited or in the process of becoming accredited with a third-party governing organization (e.g., American Association of Suicidology Crisis Center Accreditation). **Applicants must submit a copy, or pending copy, of their accreditation certificate to MDH and organizational policies and procedures related to 988 Lifeline Services.**
- Applicants must have system capabilities to collect Key Performance Indicators as determined by MDH. **Applicants must submit a copy of their call, text, and/or chat log form to MDH.**
- Applicant organization must demonstrate staffing capacity to meet mandatory requirements and all deliverables, expectations, and tasks outlined in the RFP. **Applicants must submit a copy of job descriptions for key staff personnel and an organization chart.**
 - Applicants must have system capabilities to implement technology upgrades that is interoperable with other services and can implement infrastructure and site reliability best practices, safeguard information and information systems as recommended by the 988 Lifeline Administrator and/or MDH.

- Applications must be received by the due date and specified in this RFP.
- Application must address all components specified in the Application Form.

Deliverables, Expectations, and Tasks

Under this grant, applicants awarded funding will be expected to fully participate, collaborate, and report on various activities and tasks that include but are not limited to:

- Maintain standing as a 988 Lifeline Center according to the policies and clinical standards from the 988 Lifeline Administrator. This includes ensuring 988 services include follow-up care service, connection to mobile crisis and emergency services when appropriate, and connection to other community supports and services.
- Maintain external governing body accreditation (e.g., AAS Crisis Center Accreditation).
- Provide 24/7 988 call, text, and/or chat support statewide or a region of the state of Minnesota.
- Maintain a 90% or higher answer rate for calls, texts, and/or chats throughout the duration of the grant period.
- Collect key performance indicators broken down by calls, texts, and chats as determined in partnership with MDH. Key performance indicators include but are not limited to:
 - The number of staff that participate in mental-health related trainings.
 - The number of individuals that use the 988 Lifeline that are screened for suicide ideation.
 - The number of individuals that use the 988 Lifeline that are referred to mental health services.
 - The number and percentage of individuals that use the 988 Lifeline that receive mental health care as a result of a referral made by 988 Lifeline staff.
 - The number of 988 Lifeline contacts that include a suicide attempt in progress.
 - The number of 988 Lifeline contacts that result in emergency rescue with law enforcement.
 - The number of 988 Lifeline contacts that result in emergency rescue without law enforcement.
 - The number of 988 Lifeline contacts that result in a mobile crisis handoff.
 - The number of 988 Lifeline contacts that involve an individual in substance use crisis.
 - Demographic information of individuals that use the 988 Lifeline including race, ethnicity, age, gender identity, sexual orientation, and military service status.
- Collect data metrics broken down by calls, texts, and chats as determined in partnership with MDH. The data metrics include but are not limited to:
 - Number of 988 Lifeline contacts received.
 - Number of 988 Lifeline contacts answered.
 - Number of 988 Lifeline contacts transferred from 911 dispatch.
 - Number of 988 Lifeline contacts that are non-transactional, informational, emotional support, or crisis related.
 - Number of 988 Lifeline contacts that are made by third parties.
 - Number of 988 Lifeline contacts that are eligible and consented for follow-up contacts.
 - Number of successful follow-up contacts to 988 Lifeline contacts.

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- Report on key performance indicators and data metrics monthly to MDH through the REDCap reporting form.
- Participate in annual/targeted periodic qualitative data collection led by MDH. This may include key informant interviews with grantees, or other interactive reflective processes to document lessons learned, programmatic adaptations, and emergent outcomes. Exact evaluation activities will be determined in partnership with grantees.
- Provide MDH with an annual program report on the progress of the work plan.
- Participate in grant summative evaluation process. This may include an exit interview or site visit, final report or survey. Exact methods will be determined in partnership with grantees.
- Submit monthly center-level data reports from the 988 Lifeline Administrator to MDH.
- Collaborate with MDH for any communication and marketing of the 988 Lifeline in Minnesota.
- Notify MDH when help-seeker complaints are filed against the Lifeline Center.
- Notify MDH when the Lifeline Center is made aware of a help-seeker who subsequently dies by suicide.
- Maintain a training curriculum and policy for 988 Lifeline Specialists that includes Applied Suicide intervention Skills Training (ASIST), specialized trainings for populations at higher risk of suicide, cultural humility trainings, trainings related to substance use and how to respond to someone experiencing a crisis while under the influence of substances, participation at national conferences such as American Association of Suicidology or CrisisCon.
- Ensure cybersecurity standards and protections including safeguard information and information systems in accordance with the identified level of risk, report any discovered or unanticipated threats to the 988 Lifeline Administrator and MDH, formal information security and privacy policy, ensure protection of all data and information through standards for encryption and use of two factor authentication, and have a plan to implement and test backup solutions regularly by channel, that minimize the amount of cutover time.
- Participate in formal reviews of critical incidents, when applicable.
- Participate in virtual meetings with MDH a minimum of once per month to receive updates, relay questions to MDH, and strategize about 988 operations at the center.
- Participate in virtual meetings with MDH to collaborate on data collection and reporting.
- Participate in statewide initiatives and meetings to coordinate interactions between related services such as with mobile crisis, Public Safety Answering Points, tribal nations, substance misuse, other Lifeline Centers, and other community partners.
- Receive approval from MDH on any proposed changes to the work plan, budget, or scope of work.

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services

- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds

2.3 Grant Management Responsibilities

Grant Agreement

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. The grantee is expected to read the grant agreement, sign, and comply with all conditions of the grant agreement. Grantee should provide a copy of the grant agreement to all grantee staff working on the grant.

No work on grant activities can begin until a fully executed grant agreement is in place.

The [Draft Grant Agreement](#)

(<https://www.health.state.mn.us/about/grants/grantagreement.pdf>) is available online.

Applicants should be aware of the terms and conditions of the standard grant agreement in preparing their applications. Much of the language reflected in the sample agreement is required by statute. If an applicant takes exception to any of the terms, conditions or language in the sample grant agreement, the applicant must indicate those exceptions, in writing, in their application in response to this RFP. Certain exceptions may result in an application being disqualified from further review and evaluation. Only those exceptions indicated in an application will be available for discussion or negotiation.

The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker’s compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit reports throughout the grant period until all funds have been expended and all terms in the grant agreement have been met.

Under this grant, applicants awarded funding will be required to submit monthly data reports to MDH. The reporting schedule will be the same each fiscal year and will be as followed:

| Reporting Period | Report Type | Due Date |
|------------------|---|--------------|
| July 1 – July 31 | 1. MDH REDCap Report 2. Lifeline Administrator Center-Level Report | August 15 |
| August 1 - 30 | 1. MDH REDCap Report 2. Lifeline Administrator Center-Level Report | September 15 |
| September 1 – 30 | 1. MDH REDCap Report 2. Lifeline Administrator Center-Level Report | October 15 |
| October 1 – 31 | 1. MDH REDCap Report 2. Lifeline Administrator Center-Level Report | November 15 |
| November 1 - 30 | 1. MDH REDCap Report | December 15 |

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| Reporting Period | Report Type | Due Date |
|------------------|---|-------------|
| | 2. Lifeline Administrator Center-Level Report | |
| December 1 – 31 | 1. MDH REDCap Report 2. Lifeline Administrator Center-Level Report | January 15 |
| January 1 – 31 | 1. MDH REDCap Report 2. Lifeline Administrator Center-Level Report | February 15 |
| February 1 – 29 | 1. MDH REDCap Report 2. Lifeline Administrator Center-Level Report | March 15 |
| March 1 – 31 | 1. MDH REDCap Report 2. Lifeline Administrator Center-Level Report | April 15 |
| April 1 – 30 | 1. MDH REDCap Report 2. Lifeline Administrator Center-Level Report | May 15 |
| May 1 - 31 | 1. MDH REDCap Report 2. Lifeline Administrator Center-Level Report | June 15 |
| June 1 - 30 | 1. MDH REDCap Report 2. Lifeline Administrator Center-Level Report | July 15 |
| July 1 – June 30 | Annual Program Report (<i>Template provided by MDH</i>) | July 15 |

In addition to the reports listed above, grantees will be required to submit the following occurrences to MDH:

- When a center becomes aware of event or circumstances that may adversely affect the ability of the call center to respond to incoming calls, texts, and chats from the Lifeline.
- 988 complaints that have been filed against their Lifeline Center, and
- incidents where the grantee becomes aware that a help-seeker has died by suicide within 7 days of contacting the Lifeline.

| Reporting Period | Report Type | Due Date |
|------------------|---|---|
| July 1 – June 30 | Event or circumstance affecting ability to respond to incoming 988 interactions | Upon becoming aware of the event/circumstance |
| July 1 – June 30 | Complaints filed against Lifeline Center | Within 14 days |
| July 1 – June 30 | Critical Incident | Within 14 days |

Grant Monitoring

Minn. Stat. § 16B.97 (<https://www.revisor.mn.gov/statutes/?id=16B.97>) and [Policy on Grant Monitoring \(https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf\)](https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf) require the following:

- One monitoring visit during the grant period on all state grants over \$50,000.
- Annual monitoring visits during the grant period on all grants over \$250,000.
- Conducting a financial reconciliation of grantee’s expenditures at least once during the grant period on grants over \$50,000.

Monitoring visits will occur annually for all applicants awarded funding. The monitoring schedule will be determined in collaboration with MDH.

Technical Assistance

MDH will provide technical assistance on aspects of work requiring review of materials such as work or evaluation plans. MDH will work closely with 988 Lifeline Centers to assure requirements of each grantee are being met. If there is need for additional technical assistance during the grant period, applicants are welcome to request further support.

Grant Payments

Per [State Policy on Grant Payments](#), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless MDH has given the grantee a written extension.

The grantee must submit invoices, at minimum monthly, to MDH. A template will be provided by MDH. The invoicing and payment schedule will be the same each fiscal year and will be as followed:

| Reporting Period | Report Type | Due Date |
|------------------|-----------------|--------------|
| July 1 – July 31 | Monthly Invoice | August 15 |
| August 1 - 30 | Monthly Invoice | September 15 |
| September 1 – 30 | Monthly Invoice | October 15 |
| October 1 – 31 | Monthly Invoice | November 15 |
| November 1 - 30 | Monthly Invoice | December 15 |
| December 1 – 31 | Monthly Invoice | January 15 |
| January 1 – 31 | Monthly Invoice | February 15 |
| February 1 – 29 | Monthly Invoice | March 15 |
| March 1 – 31 | Monthly Invoice | April 15 |
| April 1 – 30 | Monthly Invoice | May 15 |
| May 1 - 31 | Monthly Invoice | June 15 |
| June 1 - 30 | Monthly Invoice | July 15 |

2.4 Grant Provisions

Contracting and Bidding Requirements

(a) Municipalities A grantee that is a municipality, defined as a county, town, city, school district or other municipal corporation or political subdivision of the state

authorized by law to enter into contracts is subject to the contracting requirements set forth under [Minn. Stat. § 471.345 \(https://www.revisor.mn.gov/statutes/cite/471.345\)](https://www.revisor.mn.gov/statutes/cite/471.345). Projects that involve construction work are subject to the applicable prevailing wage laws, including those under [Minn. Stat. § 177.41 \(https://www.revisor.mn.gov/statutes/cite/177.41\)](https://www.revisor.mn.gov/statutes/cite/177.41), et. seq.

(b) Non-municipalities Grantees that are not municipalities must adhere to the following standards in the event that duties assigned to the Grantee are to be subcontracted out to a third party:

1. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under Minnesota Statutes 16B.
2. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
3. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
4. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - a. Minnesota Department of Administration's Certified [VMP Vendor List \(https://mn.gov/admin/osp/search/vmpvendors.jsp\)](https://mn.gov/admin/osp/search/vmpvendors.jsp);
 - b. [Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program \(https://mnucp.metc.state.mn.us/\)](https://mnucp.metc.state.mn.us/) or
 - c. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program \(https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-9\)](https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-9).
5. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
6. The grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
7. Notwithstanding (i) - (iv) above, State may waive bidding process requirements when:
8. Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant or
9. There is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
10. Projects that include construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minnesota Statutes 177.41 through 177.44.
11. Grantee must not contract with vendors who are suspended or debarred in MN: The list

of debarred vendors is available at: [Suspended/Debarred Vendor Detailed Information \(https://mn.gov/admin/osp/government/suspended-debarred/\)](https://mn.gov/admin/osp/government/suspended-debarred/).

Conflicts of Interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98 \(https://www.revisor.mn.gov/statutes/?id=16B.98\)](https://www.revisor.mn.gov/statutes/?id=16B.98) and the Office of Grants Management's Policy 08-01, "Conflict of Interest Policy for State Grant-Making."

Applicants must complete the Applicant Conflict of Disclosure form and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice
- a grantee's or applicant's objectivity in performing the grant work is or might be otherwise impaired
- a grantee or applicant has an unfair competitive advantage

Individual conflicts of interest occur when:

- an applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence
- An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

In cases where a conflict of interest is perceived, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Public Data and Trade Secret Materials

All applications submitted in response to this RFP will become property of the State. In accordance with [Minn. Stat. § 13.599 \(https://www.revisor.mn.gov/statutes/cite/13.599\)](https://www.revisor.mn.gov/statutes/cite/13.599), all applications and their contents are private or nonpublic until the applications are opened.

Once the applications are opened, the name and address of each applicant and the amount requested is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is defined by statute as when MDH has completed negotiating the grant agreement with the selected applicant.

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37](https://www.revisor.mn.gov/statutes/cite/13.37) (<https://www.revisor.mn.gov/statutes/cite/13.37>), subd. 1(b). A statement by an applicant that the application is copyrighted or otherwise protected does not prevent public access to the application or its contents. ([Minn. Stat. § 13.599](https://www.revisor.mn.gov/statutes/cite/13.599) (<https://www.revisor.mn.gov/statutes/cite/13.599>), subd. 3(a)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 13.37](https://www.revisor.mn.gov/statutes/cite/13.37) (<https://www.revisor.mn.gov/statutes/cite/13.37>), the applicant must:

- Clearly mark all trade secret materials in its application at the time it is submitted,
- Include a statement attached to its application justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless MDH and the State of Minnesota, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.
- This indemnification survives MDH's award of a grant agreement. In submitting an application in response to this RFP, the applicant agrees that this indemnification survives as long as the trade secret materials are in possession of MDH. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

MDH reserves the right to reject a claim that any particular information in an application is trade secret information if it determines the applicant has not met the burden of establishing that the information constitutes a trade secret. MDH will not consider the budgets submitted by applicants to be proprietary or trade secret materials. Use of generic trade secret language encompassing substantial portions of the application or simple assertions of trade secret without substantial explanation of the basis for that designation will be insufficient to warrant a trade secret designation.

If a grant is awarded to an applicant, MDH may use or disclose the trade secret data to the extent provided by law. Any decision by the State to disclose information determined to be trade secret information will be made consistent with the Minnesota Government Data Practices Act ([Ch. 13 MN Statutes](https://www.revisor.mn.gov/statutes/cite/13/full) (<https://www.revisor.mn.gov/statutes/cite/13/full>)) and other relevant laws and regulations.

If certain information is found to constitute trade secret information, the remainder of the application will become public; in the event a data request is received for application information, only the trade secret data will be removed and remain nonpublic.

Audits

Per [Minn. Stat. § 16B.98](https://www.revisor.mn.gov/statutes/?id=16B.98) (<https://www.revisor.mn.gov/statutes/?id=16B.98>), subd. 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt,

and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Non-Discrimination Requirements for all Grantees

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. § 363A.02 \(https://www.revisor.mn.gov/statutes/?id=363A.02\)](https://www.revisor.mn.gov/statutes/?id=363A.02). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minn. Rules, part [5000.3550 \(https://www.revisor.mn.gov/rules/5000.3550/\)](https://www.revisor.mn.gov/rules/5000.3550/).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Statutory Authority

Minnesota Statute 145.561 governs this grant.

2.5 Review and Selection Process

Review Process

Funding will be allocated through a competitive process with review by a committee representing internal and external reviewers with knowledge on crisis services in Minnesota. The review committee will evaluate all eligible and complete applications received by the deadline, no late applications will be reviewed.

MDH will review all committee recommendations and is responsible for award decisions. **The award decisions of MDH are final and not subject to appeal.** Additionally:

- MDH reserves the right to withhold the distribution of funds in cases where proposals submitted do not meet the necessary criteria.
- The RFP does not obligate MDH to award a grant agreement or complete the project, and MDH reserves the right to cancel this RFP if it is considered to be in its best interest.
- MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the application, as submitted, substantially complies with the requirements of this RFP. There

is, however, no guarantee MDH will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

Selection Criteria and Weight

A review committee will be reviewing and scoring each applicant on a numerical scale out of 100-points. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria. The review committee will participate in a review meeting where applications are discussed as a team. Reviewers will be able to modify their individual scores based on the discussion at the review meeting.

A copy of the Application Scoring Criteria can be found in Attachment B. Applicants are encouraged to review this form to ensure applications address the criteria the review team will use to score applications.

The scoring factors and weight that applications will be judged are based on four areas: Organizational Capacity, Health Equity, Evaluation and Work Plan, and Budget. The review committee will submit final scores and make recommendations to MDH based on the criteria and discussion.

MDH will make final decisions on all applications and will balance the recommendations by the review committee with other factors including, but not limited to:

- Review committee scores
- Commitment to diversity, equity, and inclusion
- Total funding available

Grantee Past Performance and Due Diligence Review Process

- It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them.
- State policy requires states to conduct a financial review prior to a grant award made of \$25,000 and higher to a nonprofit organization, in order to comply with Policy on the Financial Review of Nongovernmental Organizations (https://mn.gov/admin/assets/grants_policy_08-06_tcm36-207113_tcm36-207113.pdf).

Notification

All applicants, successful and non-successful applicants will be notified by email as to the status of their application by April 30, 2024.

There may be negotiations to finalize a grantee's work plan and or budget before a grant agreement can be made final ("executed"). Once a work plan and/or budget have been agreed upon, a grant agreement can then be executed with the applicant agency being awarded the funds. The effective date of the agreement will be July 1, 2024, or the date in which all signatures for the agreement are obtained, whichever is later.

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The grant agreement will be in effect until June 30, 2029, contingent on satisfactory grantee performance and funding availability.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications *must* be received by MDH via email no later than 4:30 p.m. Central Time, on March 15, 2024.

Late applications will not be accepted. It is the applicant's sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by delivery, computer or technology problems.

3.2 Application Submission Instructions

Applications must be submitted by email to the MDH Suicide Prevention Unit, 988 Coordination Program: health.988lifeline@state.mn.us with the subject line "988 Lifeline RFP Application - <<Insert Organization Name>>"

3.3 Application Instructions

Applicants must submit all the following documents for the application to be considered complete:

1. Application Form (Attachment A)
 - a. Project Narrative
 - b. Health Equity Section
 - c. Evaluation and Work Plan
 - d. Budget
2. Due Diligence Review Form
3. Conflict of Interest
4. Copy of Applicant's Network Agreement with the 988 Lifeline Administrator
5. Copy of Center Accreditation
6. Copy of Organization's policies and procedures for 988 services.
7. Copy of Center's 988 Call/Text/Chat log form
8. Copy of job descriptions for each key staff personnel
9. Copy of Organizational Chart
10. Letter of Support from local Mobile Crisis Team
11. Letter of Support from local Public Safety Answering Point
12. Letter of Support from Tribal Nation(s) or Organization (*if applicable*)

Incomplete applications will be rejected and not evaluated. All attachments can be found on at [988 Suicide & Crisis Lifeline Grant RFP](https://www.health.state.mn.us/communities/suicide/988rfp.html) (<https://www.health.state.mn.us/communities/suicide/988rfp.html>) webpage.

Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be

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considered nor evaluated. **MDH reserves the right to reject any application that does not meet these requirements.**

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be borne by the applicant.

RFP Part 4: Attachments

- Attachment A: Application Form
- Attachment B: Application Scoring Criteria
- Due Diligence Form
- Conflict of Interest Form
- Sample Grant Agreement